



West Liberty University
College Union Facility Reservation Form

Date Received:
By:

- ☐ Student Union
☐ Chapel
☐ Quad

CONTACT INFORMATION

Sponsoring Department/Organization/Company: _____
Contact Person: _____ Advisor Name (if applicable): _____
Phone: _____ Email Address: _____

EVENT INFORMATION

Event Title: _____
Date of Event: _____ Recurring Event? ☐ Yes ☐ No
Event Start Time: _____ am/pm End Time: _____ am/pm

Facility: (check one)

- | | |
|---|---|
| <input type="checkbox"/> Ballroom, Student Union | Seats 116 (up to 200 for banquet style) |
| <input type="checkbox"/> Alumni Lounge, Student Union | Seats approx. 50 |
| <input type="checkbox"/> Commuter Lounge | |
| <input type="checkbox"/> Sanctuary, Chapel | Seats approx. 175 |
| <input type="checkbox"/> Social Room, Chapel | Seats approx. 75 |
| <input type="checkbox"/> Quad | |

Attendants Include (check all that apply): ☐ WLSC Students ☐ WLSC Faculty/Staff ☐ Other _____
Estimated Attendance: _____ Tickets/Admission Charged ☐ Yes ☐ No \$ _____
Product Being Sold: _____

Will food be served at this event in any way? ☐ Yes ☐ No

If yes, then you will need to discuss your request with the Food Service Contractor and they will have to approve this request form.

Are there any needs for audio visual or sound equipment? ☐ Yes ☐ No

If yes, then you will need to discuss your request with the Media Arts Center so they can help with your arrangements.

Are there any special needs for wiring or other issues that the Maintenance Department must assist with? ☐ Yes ☐ No

If yes, then you will need to discuss your request with Maintenance so they can help with your arrangements.

BELOW, GIVE DESCRIPTION OF TABLE AND ROOM SET UP. THIS **MUST** BE GIVEN OR YOU GET THE ROOM AS IS. RETURN THIS FORM **7 DAYS** BEFORE EVENT, OR YOU ARE RESPONSIBLE FOR ROOM SET UP.

APPROVAL SIGNATURES:

Where student organizations are involved, the form must be signed by their advisor.

Organization Advisor: _____	Date: _____
Department Sponsor (if applicable): _____	Date: _____
Food Services: _____	Date: _____
Maintenance: _____	Date: _____
Student Union: _____	Date: _____

I CERTIFY THAT I HAVE READ COMPLETELY THE POLICIES FOR RESERVATION AND ASSUME RESPONSIBILITY FOR MY ORGANIZATION WHILE USING THE FACILITY.

Signature: _____ Date: _____

Please return form to:
Campus Life Office • Student Union • 304-336-8024

GENERAL PROCEDURES WITHIN THE STUDENT UNION

- Smoking is not permitted anywhere in the building.
- Food service codes require that shoes and shirts be worn in all food service establishments, including the Student Union.
- No animals of any kind (except for "assist" animals) are permitted in the building.
- Alcohol is not permitted within the building.
- Signs, posters, and flyers are can be hung on bulletin boards, walls and doors. You may also use table tents.
- During a fire alarm, all persons within the building are required by state code to vacate the building using the closest possible marked exit.

MAKING RESERVATIONS

- Reservations must be made through the Campus Life Office. A representative from the student group must come into the office and fill out the reservation form. Phone call reservations will not be accepted from student organizations.
- **YOU are responsible for getting us the room and table set up. If this is not given to us, you get the room as is. The form must be returned to the Campus Life Office 7 DAYS before the event, or you are responsible for room set up.**
- All requests for food in the Student Union must first be approved by Sodexho, the University's contracted food service provider.
- If tables/chairs are moved around for an organization's meeting, the room needs to be reset to its original form before the group leaves the meeting space.
- Hours of operation for the Student Union are Monday through Thursday, 7:00 am to midnight, Friday from 8:00 am to 10:00 pm, Saturday from 9:00 am to 10:00 pm and Sunday from 9:00 am to midnight. Chapel hours are Monday through Friday, 8:00 am to 4:00 pm, weekends as reserved.
- Any media equipment (extension cords, televisions, overhead projectors, etc.) must be requested through the Media Arts Center (x8037). Arrangements need to be made for both delivery/pick-up and return of these items.
- Organizations cannot use off-campus vendors for food catering in the Student Union (i.e., Domino's Pizza is not allowed to deliver to the Student Union).
- If candles are used in any of the meeting rooms, they must have drip pans underneath to catch the excess wax. Organizations will be billed for any clean up involving candle wax.

POLICY FOR FUNDRAISING SALES

- State facilities are normally not used as an "open market" for vending products.
- Products for sale must be consistent with the purposes of the Student Union and consistent with the philosophy and aims of West Liberty University.
- It shall be within the discretion of the Director of the Union and Campus Life to disallow the sale of specific items. These decisions will be based on WV Code, College regulations, and common sense.
- In general, products should not compete with products which are being retailed through contract with the University. An example would be selling candy bars that are the same size as those which are currently being retailed or a food product which is being retailed by Sodexho.
- Credit card application vendors are not allowed anywhere on campus, including Rogers Marketplace, the residence halls, academic buildings, or the Student Union.
- Solicitation is not permitted table to table.